

Annex: Thank you e-mail series

Event: DigiCollab Hackathon · Send deadline: Emails 1 and 2 within 24 hours · Emails 3 and 4 within 48 hours

How to use: Replace all bracketed text with your event-specific details before sending. Personalise the highlighted middle paragraphs of Emails 1 and 2 with something specific to that individual's experience. Send from a named organiser's address, not a generic mailbox.

E-mail 1 · Participants

Within 24 hours of event close

Subject: Thank You for Making DigiCollab 2026 Incredible!





Dear [Name],

What you accomplished in 48 hours was extraordinary. Thank you for bringing your energy, creativity, and commitment to DigiCollab 2026.

You did not just participate in a hackathon — you helped build something together: a room full of people tackling real challenges, supporting each other, and proving that VET students can lead innovation.

[1–2 sentences about a specific moment or collective achievement from the event. E.g.: "Watching 12 teams present to the judges yesterday reminded us why we organise this event. Every single solution was thoughtful, bold, and built with genuine care for the people it would serve."]

A few important things:

-  Your photos are here: [link to gallery] — please share, tag, and relive the memories.
-  Please take 5 minutes to complete our feedback survey: [link]. Your input directly shapes future events and counts towards our Erasmus+ reporting.
-  Your certificate of participation will be sent to this email address by [date].
-  Join the DigiCollab alumni community: [link to group]. Stay connected, share your project progress, and be the first to hear about the next event.

If you have any questions about your project, your certificate, or anything else, reply to this email and we will get back to you within two working days.

With gratitude and admiration,

[Organiser Name][Title], [Organisation][Email] | [Phone]

➤ **CTA:** Complete the feedback survey [link] · Join the alumni community [link] · Share your photos #DigiCollab2026

E-mail 2 · Mentors and judges


Within 24 hours of event close


Subject: Your Impact at DigiCollab – Thank You!

Dear [Name],

DigiCollab 2026 would not have been what it was without you. Your expertise, patience, and generosity with your time made a direct difference to [X] students who left that room more confident, more skilled, and more inspired.

[1–2 sentences specific to their contribution. E.g.: "The teams you mentored on Day 1 told us in their post-event surveys that your guidance helped them move past a block they'd been stuck on for hours. That kind of impact is hard to quantify – but it shows up in the work they produced."]

 Photo gallery from the event: [link] – we hope you'll find a few memories in there.

 Short feedback survey (5 minutes): [link]. We genuinely want to know what would make the experience even better for you next time.

We would love to feature a short testimonial from you on our website if you are willing – just a sentence or two about what the experience was like from your perspective. Simply reply to this email.

We hope to see you at a future DigiCollab event. We will be in touch with information about our next edition.

With sincere thanks,

[Organiser Name][Title], [Organisation]

➤ **CTA:** Reply with a short testimonial · Complete the feedback survey [link]

E-mail 3 · Sponsors and partners





Within 48 hours of event close

Subject: DigiCollab Success: Thank You for Your Partnership

Dear [Name],

DigiCollab 2026 was a success, and your support made it possible.

Here is a summary of what we achieved together:

-  Participants: [X] VET students from [X] schools in [X] countries
-  Solutions developed: [X] projects across digital literacy, sustainability, and inclusion
-  Media coverage: [X] articles/mentions; estimated reach of [X]
-  Social media: [X] posts; [X] impressions using #DigiCollab2026

[Sentence about how their specific contribution was visible and impactful. E.g.: "Your logo appeared in all printed materials and on the main stage display throughout both days. Your team members' involvement as mentors was mentioned in three participant feedback responses."]

 Photo gallery: [link] – including images featuring your team's involvement.

We would love to continue building this partnership. A member of our team will be in touch in the coming weeks to discuss options for [next event / ongoing collaboration].

With thanks and appreciation,

[Organiser Name]

[Title],

[Organisation]

➤ **CTA:** Review the event summary deck [link] · Discuss partnership options for the next edition

E-mail 4 · Institutional leadership

Within 48 hours of event close

Subject: DigiCollab 2026: Success Summary and Thanks

Dear [Name],

I am delighted to share that DigiCollab 2026 was a significant success. On behalf of the organising team, thank you for your institutional support – it was foundational to making this event possible.

Key outcomes:

- [X] participants from [X] schools; [X]% from VET programmes
- [X] teams developed solutions to challenges in digital literacy, environmental sustainability, and social inclusion
- [X]% of post-event survey respondents rated the experience as "valuable" or "highly valuable"
- [X] media mentions with an estimated reach of [X]
- [Representative quote from a participant or mentor]

A full report including participant feedback data, photos, and impact analysis will be submitted by [date] as part of our Erasmus+ reporting obligations.

We look forward to building on this foundation. The next DigiCollab event is planned for [approximate date / "to be confirmed"]. We would welcome the opportunity to discuss continued institutional involvement.

With gratitude,

[Organiser Name]

[Title],

[Organisation]

➤ **CTA:** Full report forthcoming by [date] · Meeting to discuss future collaboration: reply to schedule

Email best practices: Personalise with the recipient's name and a specific detail · Mobile-responsive format · Single primary CTA per email · Send from a named individual, not a generic address · Follow up on survey non-responses after 3 days with a single gentle reminder